



# **Special Milk Program**

## **(Non – Schools)**

# **Online Application Manual**

Revised March, 2012

Wisconsin Department of Public Instruction  
Community Nutrition Team

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## Introduction

The Special Milk Program (SMP), a federal program funded and regulated by the United States Department of Agriculture (USDA), is administered in Wisconsin by the Department of Public Instruction (DPI). The SMP contract year starts on May 1 and runs through April 30 of the following year.

The SMP is available to any licensed public or non-profit tax exempt agency providing non-residential day care, early childhood education and/or child care services for school-aged children, non-profit camp for children and homeless feeding site. The purpose of the SMP is to provide reimbursement for milk served to children less than 19 years of age. Milk served to adults is not reimbursable.

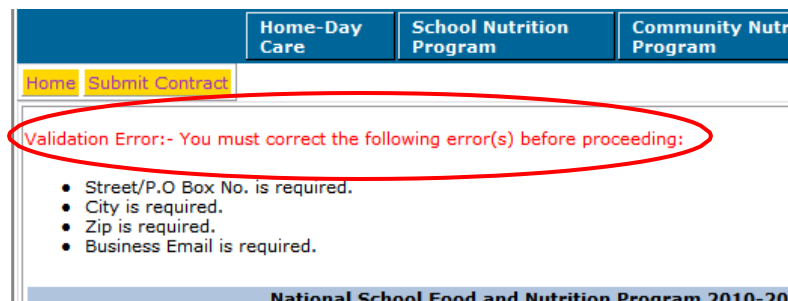
This manual will take you through the new online application step by step. You will find sample screen shots for each page of the contract as well as instructions for entering the Food and Nutrition Service (FNS) site. If you have questions or need help navigating through the site, see the help section at the end of the manual or call DPI at the number listed.

## New Agencies

If you are new to the Special Milk Program and currently participate in the CACFP, you can use your current agency code to log in and apply for the special milk program. *Please speak with your consultant to determine if you are eligible to participate in both programs.* Consultants are assigned by county – you will find this list directory online at [http://fns.dpi.wi.gov/fns\\_cacfpmap](http://fns.dpi.wi.gov/fns_cacfpmap).

If you are new to the Special Milk Program and do not participate in the CACFP you will need to obtain a *temporary* agency code and *temporary* password. These will allow you to log in and fill out the online application. To obtain the temporary code and password, please contact your consultant. Once your contract is approved, you will receive a letter with a *permanent* agency code and a *permanent* password which automatically replaces the temporary one. Using your *permanent* login information, you will be able to access the site and view or modify your contract at any time.

### ***A few important points about navigating through the website:***



The screenshot shows the top navigation bar with links for Home, Submit Contract, Home-Day Care, School Nutrition Program, and Community Nutrition Program. Below the navigation bar, a red oval highlights a validation error message: "Validation Error:- You must correct the following error(s) before proceeding:". Below this message, a list of errors is displayed: "Street/P.O Box No. is required.", "City is required.", "Zip is required.", and "Business Email is required.".

**1)** If information is incomplete or has been entered incorrectly you will see **Validation Error** at the top of the page with the reasons listed below.



- 2)** You and your consultant cannot view your contract online at the same time. Once you have filled in all pages or made updates to existing pages you must make sure to:
1. Continue through to the end of the application.
  2. Press Submit and
  3. Log out using the blue log out button. This will send your contract to your consultant for review.
- 3)** No dashes, commas, or hyphens when entering phone numbers.
- 4)** Hitting “**continue**” at the bottom of any page automatically saves your information to that point.

## Entering the Wisconsin Child Nutrition Programs site

1. Go to [http://fns.dpi.wi.gov/fns\\_index](http://fns.dpi.wi.gov/fns_index).
2. There are a series of buttons in the middle of the page. Click on the bottom one on the left - **“Online Services, Claims, Contracts, Reporting”**.

### Sample Screen 1 – Wisconsin Child Nutrition Homepage

Wisconsin Department of Public Instruction

Home News Visitor Data Topics Search

Community and School Nutrition Programs Wisconsin DPI

### Wisconsin Child Nutrition Programs

Welcome to the Wisconsin Department of Public Instruction Community and School Nutrition Programs Home Page. Staff members in Community and School Nutrition Teams provide nutrition information and program guidance to sponsors of the National School Lunch Program, the School Breakfast Program, Child and Adult Care Food Program, the Summer Food Service Program, the Special Milk Program, and the USDA Commodity Food Distribution Program. The Teams are also responsible for a variety of nutrition education initiatives that involve collaboration with other state agencies, UW-Extension, and regional and statewide child nutrition advocacy groups.

**On-line Services Claims, Contracts, Reporting**

**Hot Topics**

- [2010 Child Nutrition Reauthorization](#)
- [Breakfast Start Up and Participation Improvement Grants](#)
- [Summer Silent Hero Grants Now Available](#)
- [Dietary Guidelines for Americans 2010 Released](#)
- [AmeriCorps Farm to School Partner-Site Opportunity](#)
- [Free School Water Testing Project](#)
- [What's Working in School Food Conference](#)
- [School Nutrition Programs Getting Started Resource](#)
- [Grant Opportunities](#)
- [School Program News Feeds](#)

**DPI Menu**

- Superintendent's Page
- Divisions & Teams
- Directories
- AskAway
- Food and Nutrition**
- 2010 Child Nutrition Reauthorization
- CACFP Memos
- Eligibility Manual for School Meals
- Free & Reduced Apps
- Getting Started Resource - SNP
- Personnel Directory
- Program Statistics
- Online Services
- Training

You should now be on the page displayed below:

### Sample Screen 2 – On-line Services Log-in

Home News Visitor Data Topics Search

### Wisconsin Child Nutrition Programs Online Services

**Online Services Log-in**

USDA Foods Ordering System

Verification Summary Report

Click above button for entering Verification Summary Report

Contracts and Claims

School Programs Annual Financial Report

School Programs FNS-10 Report

School Programs Child Nutrition Report

**Assistance with Online Services**

- [Child and Adult Care Food Program \(CACFP\)](#)
- [Special Milk Program \(SMP\)](#)
- [School Programs](#)
- [Summer Food Service Program \(SFSP\)](#)
- [USDA Foods](#)

**DPI Menu**


- Superintendent's Page
- Divisions & Teams
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- AskAway
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- Training

3. There are three buttons across the main body of the page. Click on the circled button shown above – **“On-line Services Log-in”** which will show a drop-down menu. Select ‘*contracts & claims*’. This will bring you to a log-in screen (*Sample Screen 3*).

### Sample Screen 3 – Log-in Page

Welcome to Wisconsin Child Nutrition Programs On-line Services

Submit Claims for Home Sponsor, National School Lunch Program, School Breakfast Program, Summer Food Program, Child and Adult Care Food Program, Special Milk Program & Revise Programs Contracts Informations.



Community and School Nutrition Programs  
WISCONSIN DPI

LOG IN

Agency Code

Password

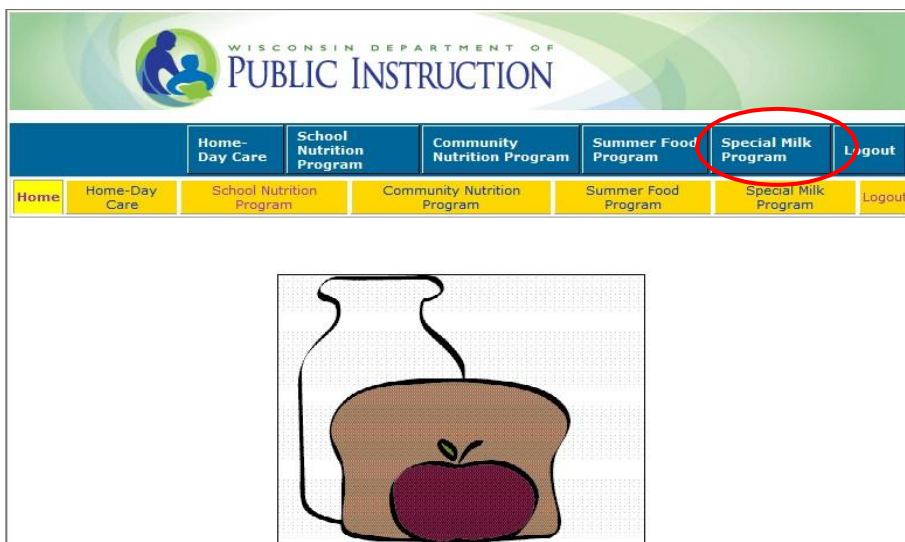
4. Enter your **agency code** – This is your six-digit agency code/agreement number.  
No spaces, no hyphens  
Do not enter leading zeroes: For example, if your agency code is “01-2345”, enter “12345”.
5. Type in your agency specific **password** (This is the password assigned by DPI for claiming reimbursement and for contract purposes. If you have forgotten this password, please see page 14). Click submit

**Note: Time limit on entering data** - A timer starts from the moment you enter the contract site. If no activity occurs for 30 minutes, you will receive an error message and need to return to the main “Log In” screen.

Once you are logged in, two menu bars will appear at the top of the screen and the Community & School Nutrition logo should be visible (sample screen 4)

### The Blue Menu Bar

#### Sample Screen 4

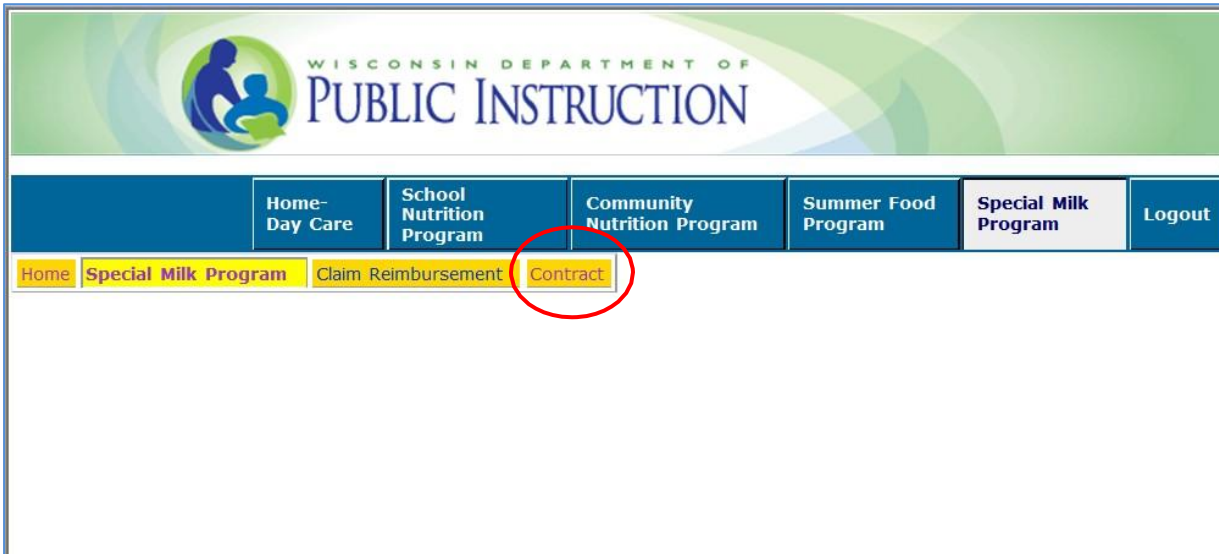


Click on the “**Special Milk Program**” button on the blue menu bar. (see Sample Screen 4)

The “Special Milk Program” button will turn white and the yellow menu bar options will have changed. The main body of the page will be blank. (see sample screen 5 below)

## The Yellow Menu Bar

### Sample Screen 5



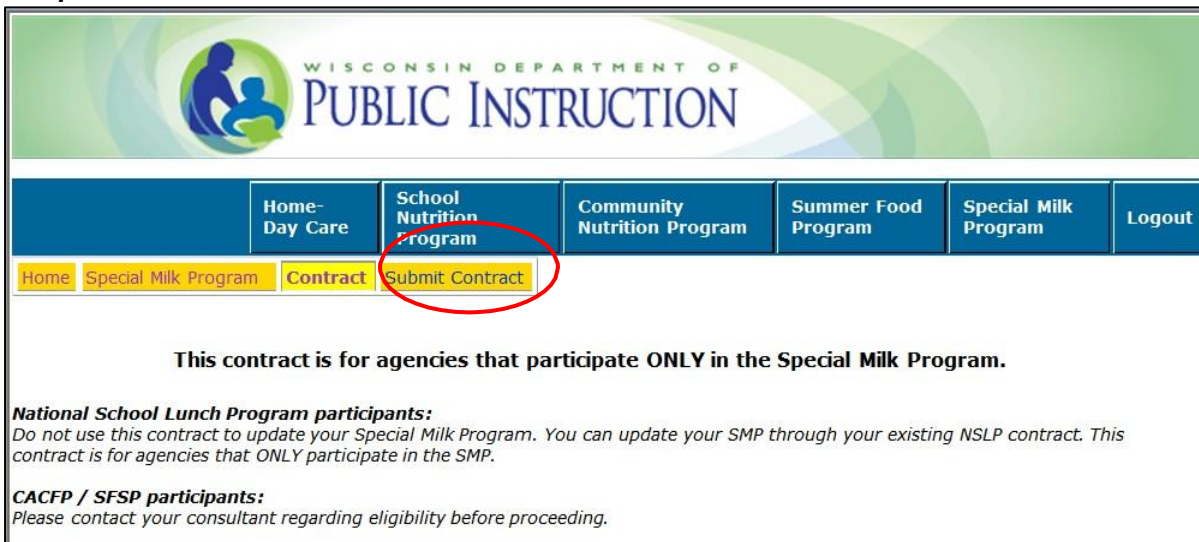
On this screen (see Sample Screen 5), you can see the following menu options:

**Claim Reimbursement** - Use to enter Special Milk Program reimbursement claims, revise unpaid claims and review paid claims for all programs from this link.

**Contract** – Use to apply to the program or access your current contract.

Click on **Contract** which is the last yellow button on the right. This will again change the yellow menu options.

### Sample Screen 6 – Submit Contract



Click on “**Submit Contract**” in the yellow menu options. This will bring you to the first screen where you will start to enter information for your contract.



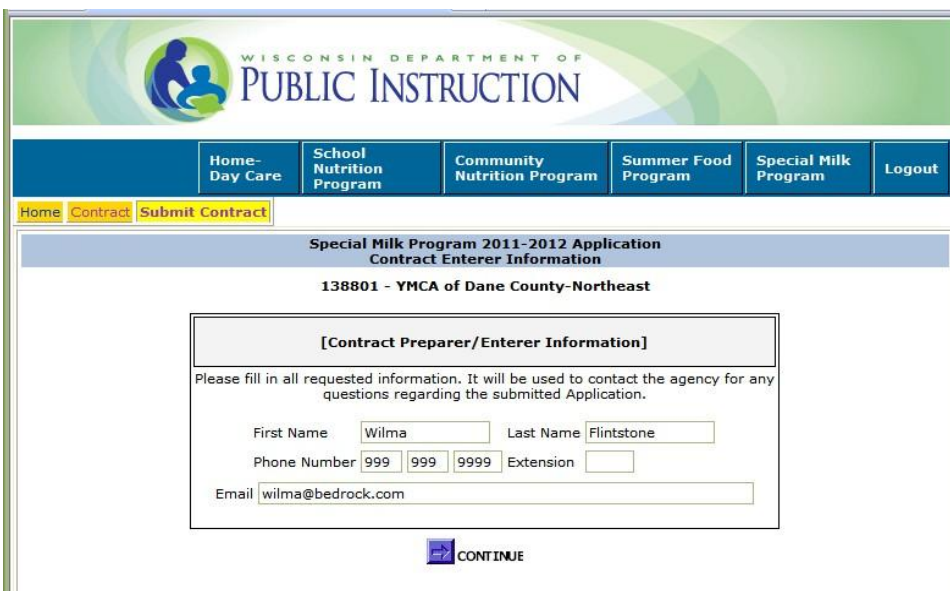
## Entering the Special Milk Program Contract Area

### Contract Preparer/Enterer

You will need to fill out this information each time you enter the contract to help DPI track changes to the contract. An email address for the Contract Preparer is required.

When you have finished entering the information, click the **“Continue”** button at the bottom of the page.

### Sample Screen 7 – Contract Enterer Information



The screenshot shows the Wisconsin Department of Public Instruction website. The header includes the state logo and the text 'WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION'. A navigation bar contains links for Home-Day Care, School Nutrition Program, Community Nutrition Program, Summer Food Program, Special Milk Program, and Logout. Below this, a breadcrumb trail shows Home, Contract, and Submit Contract. The main content area is titled 'Special Milk Program 2011-2012 Application Contract Enterer Information' and displays the contract number '138801 - YMCA of Dane County-Northeast'. A form titled '[Contract Preparer/Enterer Information]' contains the following fields: First Name (Wilma), Last Name (Flintstone), Phone Number (999 999 9999), Extension, and Email (wilma@bedrock.com). A 'CONTINUE' button is located at the bottom of the form.

Remember – No dashes, no hyphens in number fields



You should now see the first page of the contract – General Information

### Sample Screen 8 – General Information

Special Milk Program 2011-2012 Application  
General Information

138801 - YMCA of Dane County-Northeast

To apply for participation in the Special Milk Program complete the application along with school/site(s) information and submit it to DPI. Collection of this information is a requirement of the SMP.  
(Do not enter dashes in phone/fax numbers)

**General Information**

Agency Name

Congressional District  CESA No.  County  Type of SFA/Sponsoring Agency

Sponsoring Agency Description

☐ Child Care Institution ☐ Nonprofit Summer Camp for Children

☐ Out-Side Schools-Hours Care Center ☐ Homeless Feeding Site

☐ School Agencies ☐ Other

**Agency Street Address**

Street Address

City  Zip

**Mailing Address (Enter even if it is the same as the street address listed above)**

Street/P.O. Box

City  Zip

Do Not Choose  
the School  
Agencies option

### General Information

1. **Agency Name:** This is the name of the agency that is contracting with DPI. If you have multiple locations (sites), this will be the name of the organization that runs all of the different sites.
2. **Congressional District:** If you do not know the Congressional District for your county, click on the link: [www.legis.state.wi.us](http://www.legis.state.wi.us). Then click on "Who are my Legislators?" to find the district number.
3. **CESA Number:** If you do not know what CESA you are in, please look on the map available at [http://lbstat.dpi.wi.gov/lbstat\\_newmap2](http://lbstat.dpi.wi.gov/lbstat_newmap2)
4. **Type of Sponsoring Agency:** Please select whether your agency is public or private. Examples of public agencies are technical colleges, municipal departments (i.e. parks and recreation), etc.
5. **Sponsoring Agency Description:** Choose one of the options listed **except for School Agencies**. Public and private schools also have a Special Milk Program that is different than the non-school program you are applying for. If your agency runs more than one program, select the type that is your *primary* program.

6. For **Agency Street Address**, enter the actual street address for the agency, *not* a PO Box.

### Sample Screen 8a – Agency Contacts Information

Agency Contacts Information	
<b>Authorized Representative</b>	
Title	<input type="text" value="School Age Coordinator"/>
First Name	<input type="text" value="Andrea"/>
Last Name	<input type="text" value="Meier"/>
Phone Number	<input type="text" value="6088378221"/>
Fax Number	<input type="text" value="6088375669"/>
Email Address	<input type="text" value="andrea.meier@ymcadanecounty.org"/>
<b>Monthly Claim Preparer</b>	
Title	<input type="text" value="None"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone Number	<input type="text"/>
Email Address	<input type="text"/>

### Agency Contacts Information

1. **Authorized Representative:** The authorized representative of your agency is the person who is authorized to make this contract with DPI. This person must list an email address.
2. **Monthly Claim Preparer:** Please list the person who enters the monthly Special Milk Program claims for reimbursement. If this person does not have an email address, please enter [none@none.com](mailto:none@none.com).

### Sample Screen 8b – Milk Plan Information

Milk Plan Information	
<b>Type of Plan</b>	
<input checked="" type="radio"/> <b>Nonpricing Plan</b>	Milk is <b>not sold</b> to children, but is provided without charge or included in tuition or boarding fees or paid by private donation or endowment
<input type="radio"/> <b>Pricing Plan</b>	Milk <b>is sold</b> to children under a separate established charge and maximum use is made of program reimbursements to reduce to the extent possible, the price per half pint which children pay for milk. <b>Check One:</b> Agency's option regarding milk for needy students. <i>(The provision of milk free to children eligible for free milk is not a requirement under a pricing plan, it is a local option.)</i> <ul style="list-style-type: none"><li><input checked="" type="radio"/> Milk available under the Special Milk Program will not be provided free to children eligible for free milk, all children will be charged the same price and in accordance with the appropriate Policy Statement.</li><li><input type="radio"/> Milk available under the Special Milk Program will be provided free to children eligible for free milk in accordance with the appropriate Policy Statement, and children not eligible for free milk will pay the established price</li><li><input type="radio"/> None</li></ul>

### Milk Plan Information

1. This section is where you will select which pricing plan your agency will use.
  - a. **Non-Pricing Plan:** Select this plan if you do not charge students for milk (either milk is provided for free, or it is included in tuition)
  - b. **Pricing Plan:** Select this option if you charge students for milk. If you select this option, you will then need to select an option regarding free milk to eligible students.

When you have entered information in all the fields, click the **“Continue”** button.



## Policy Statement – Non-School Agencies (Camps, Childcare Centers, etc.)

### Sample Screen 9 – Policy Statement

Home	Submit Contract
------	-----------------

**Special Milk Program 2011-2012 Application  
Policy Statement**

**138801 - YMCA of Dane County-Northeast**

The Sponsoring Agency assures the State Department of Public Instruction that milk served under the Special Milk Program will be the same for and served in the same manner to all children wishing to participate in the program in all sites in which the program is offered and that the milk shall be provided without physical segregation of or discrimination against any child on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status, parental status, sexual orientation.

**Accountability for Milk Served**

TO ENSURE AN ACCURATE DAILY COUNT of all milk served in the Special Milk Program, the following record keeping method(s) and procedures will be used to obtain the number of half-pints\* of milk served to children and adults and to substantiate the number of half-pints\* served to children as reported on the monthly reimbursement claims. SMP sponsor claims will be audited periodically.

**Check the one procedure used to obtain and maintain accurate daily records of half-pints of milk served at each site. Counting systems based on averages or percentages are not permitted.**

- ☐ 1. The milk is reported for reimbursement based on the amount purchased for the children (per definition) within each calendar month; any spoiled or stolen milk is subtracted from the total number of half pints to be reported for reimbursement. No milk is purchased for or served to adults.
- ☐ 2. The milk is reported for reimbursement based on the amount purchased for the children (per definition) within each calendar month; half pints served to adults and any spoiled or stolen milk are subtracted from the total number of half pints to be reported for reimbursement.
- ☐ 3. An **actual** daily count is taken of the number of half-pint cartons of milk served to the children and adults respectively by a ticket system, check off system, or token system. (This method would only be acceptable if milk is purchased in half-pint cartons.)
- ☐ 4. None of the methods above describe our accountability system.

*(Describe Other Method used to obtain and maintain accurate daily records of milk served.)*

\*Reimbursement is paid on a half-pint basis. To convert gallons or half gallons to half pints, use the conversion factor of 16 half pints per gallon.

### Accountability for Milk Served

Check the procedure you plan to use when serving milk to ensure an accurate count and avoid discrepancies with your claim. We strongly recommend using the Milk Purchasing Record to keep track of your purchases, consumption and waste.

## Schedule A – Participating Sites

You will need to enter details about each site that participates in the Special Milk Program with this agency. When you first enter your contract, Schedule A will look like this:

### Sample Screen 10 – Schedule A for new contract

**PUBLIC INSTRUCTION**

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Special Milk Program | Logout

Home | Submit Contract

**Special Milk Program 2011-2012 Application  
Schedule A - Participating Site(s)**

**139999 - Veritas High School**

List each school/site participating in the Special Milk Program covered by this application. Select the site by clicking on the site number and provide/update site contract information. Follow the same process for all site(s) your Agency wants to bring on the program. To 'Add' a new site to the contract, click the 'New Record' button and follow the instructions.

Site No. | Site Name

**NEW RECORD** | CONTINUE

Select “New Record” to enter your first site. If this is your first time entering your contract online, none of the data fields will be filled. If you are returning to *edit* your contract, the information you had previously entered will be saved.

## Schedule A – Add Site Application

### Sample Screen 11 – Site Application

**Special Milk Program 2011-2012 Application  
Schedule (A) - Add Site Application**

**138801 - YMCA of Dane County-Northeast**

**General Information:** Enter numbers like Zip, Phone without hyphen or dashes.

Site Name: YMCA North Phone: 9999999999

Street Address: 12345 North Drive City: North State: Wisconsin Zip: 99999

Site Program Start Date: 06 / 01 / 2011 [MM/DD/YYYY]

Site Program End Date: 08 / 31 / 2011 [MM/DD/YYYY]

**Grades/Serving Estimate Information:**  
(Provide information based on your type of agency. If you are school you do not provide information in column 2. and vice versa.)

1. Grades in Building (Only Applicable to School)	2. Estimated No. to be Served Per Day (Only applicable to Nonschool Sponsors)
From: None	Kids Under 19 Served Per Day: 200
To: None	Adults Served Per Day: 15

**Check all USDA Program in which this site participates:**

- ☐ None
- ☐ National School Lunch Program
- ☒ Child and Adult Care Food Program
- ☐ Summer Food Service Program
- ☐ School Breakfast Program

SAVE

#### 1. General Information

Enter the information for this particular site of your agency.

Enter the start and end dates for the program *for this site*. You will enter each site separately.

**Note:** If your program or agency operates year-round, enter the dates for the SMP fiscal year – 05/01/20\_\_ to 04/30/20\_\_.

#### 2. Grades/Serving Estimate Information

Skip No. 1 – this is for schools only

Fill in estimated kids and adults to be served milk each day

#### 3. Other USDA programs:

Select any other programs that this site currently participates in throughout the year. You may select more than one option.

Once you have finished filling in the information on this page, click the “Save” button. This will return you to Schedule A-Participating Sites, where you will now see a list of the site(s) you entered.

### Sample Screen 12 – Schedule A, with site list

Site No.	Site Name	
14539	The Main Building	NEW

NEW RECORD CONTINUE

To edit your site information, click on the site name or number.

#### 4. Additional Sites

If your agency has more than one site, you will need to repeat this process for *each* site.

#### 5. Deleting a Site

If you need to delete a site (for example, if one site has closed), click on the name of the site to access it, and then click the “Delete” button at the bottom of the page.

6. When you have entered all of your sites, click the “Continue” button at the bottom of Schedule A- Participating Sites. This will bring you to the Contract and Agreement Certification.

## Contract and Agreement Certification

At this page you are asked to agree that the information in your contract is truthful and in compliance with Federal regulations.

### Sample Screen 13 – Certification

Special Milk Contract Application - Certification - Windows Internet Explorer

http://wstest64/WCNP/res/contract/smp/smpContractCertificationPre.do

File Edit View Favorites Tools Help

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Special Milk Program Logout

Home Submit Contract

**Special Milk Program 2011-2012 Application  
Contract and Agreement Certification**

**138801 - YMCA of Dane County-Northeast**

**CERTIFICATION**

- I certify that the information within this application is true and correct to the best of my knowledge and that the applicant herein named is in compliance with the audit requirement stated in 7 CFR Part 3052.
- I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation or withholding of information may subject me to prosecution under applicable State and Federal criminal statutes.
- I agree to abide by the terms and conditions of the Contract and Agreement

☒ I agree to Certification

Submit

[General Information] [Policy Statement] [Site(s) Listing]

Local intranet 100%

start Calendar ... SMP Contract ... Special Mil... Desktop 11:36 AM

Check the box that says “I agree to Certification”, and then you are ready to submit your contract by clicking on “Submit”.

## Confirmation

Once you have clicked “Submit,” you will receive a Confirmation screen that will look like this:

### Sample Screen 14 – Confirmation

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Special Milk Program Logout

Home Submit Contract

**Special Milk Program 2011-2012 Application  
Contract Application Submitted**

**138801 - YMCA of Dane County-Northeast**

**CONTRACT SUCCESSFULLY SUBMITTED TO DPI**

**ON**

**Apr 1, 2011**

Your agency's Contract information has been successfully submitted to the Department of Public Instruction (DPI). Contract changes will become effective after they have been reviewed by an assigned consultant at the DPI. In case of any discrepancies, a consultant will contact your Sponsoring Organizations for resolution.

You may modify any information submitted to the DPI before the contract is reviewed by DPI Consultant. However, once the contract is under review, you will receive a message that the contract is locked.

Click Home page button to go back to home page or **click logout at top right corner to exit application completely.**

You may wish to print this for your records.

1. **Please note the “Log Out” button:** You must use this button to log out of the FNS site. If you close out by clicking on the “X” in the upper right corner you will not be logged out and your contract cannot be



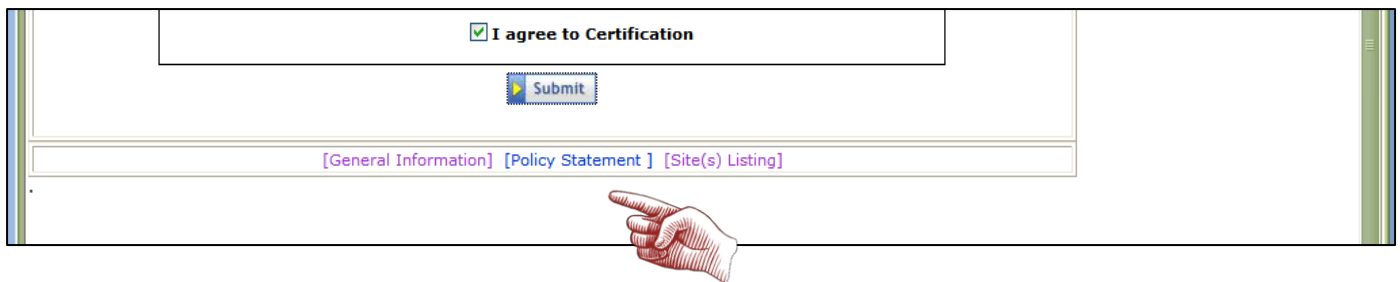
viewed by DPI for approval.

2. You may log in and make changes to your contract at any time before or after your contract is approved. After you have made your changes, click through the rest of the contract until the end and then hit “I submit” and “Log Out”.
3. To make sure that your contract changes take effect quickly, please send an e-mail to your consultant after you have re-submitted so they will know to look for your agency’s contract when it turns up in their online list.



## Troubleshooting & Helpful Tips

1. **If you forget your password:** Contact the DPI Federal Aids and Audit Section (FAAS) for assistance: Jacque Jordee at 608-267-9134 or [Jacqueline.Jordee@dpi.wi.gov](mailto:Jacqueline.Jordee@dpi.wi.gov).
2. **To change your password:** Contact the DPI Federal Aids and Audit Section (FAAS) for assistance: Jacque Jordee at 608-267-9134 or [Jacqueline.Jordee@dpi.wi.gov](mailto:Jacqueline.Jordee@dpi.wi.gov). Changing this password will change the password for all related child nutrition applications including claims for reimbursement, ordering commodities, contract access, etc. If you change your agency's password, you will need to notify other staff in your agency who need to use those functions of the new password.



3. **To return to a prior page/screen,** click on one of the 'links' at the bottom of the screen. The name of the link will tell you what screen you will go to. These links are in a horizontal row at the bottom of the screen and are a **different color** than the regular printing on the entry pages. If you click on the "Back" icon at the top of the screen, your data will *not* be saved from the screen you are currently on.
4. **To print your contract,** use the print button from your browser toolbar. You must hit print for each page – there is no single function that will print the contract in its entirety. Remember to print the Site Application for each site.
5. **Exiting the program:** To exit the contract system, click the blue "Logout" button. This button is on the far right part of the blue bar.
6. **Making changes to your contract:** You can access and update your contract online at any time. Remember to click the "Continue" or "Save" button at the bottom of each screen, and to click *submit* and *log out* using the blue "log out" button to make sure your updates will be sent to your consultant for approval.
7. **Contact Info for the Community Nutrition Team, Non-School Special Milk Program:**

WI Dept of Public Instruction  
Community Nutrition Team  
125 S. Webster St.  
Madison, WI 53707  
608-267-9129 (phone)  
608-267-0363 (fax)